



***Inventory Management Specialist, S-2010-09***

**RAF Mildenhall**

Vacancy Number: 100 LRS VA21 RPA 082702

**Closes:** 29 March 2021

**37.50** hours per week

**£14.58** per hour

**Main Purpose**

The 100<sup>th</sup> Logistics Readiness Squadron on RAF Mildenhall are looking for an Inventory Management Specialist to serve as a first level supervisor, providing planning, directing, organizing, and exercising control over nonsupervisory employees assigned to the Base Supply Chief Management Inspector for the Material Management Flight.

As the Inventory Management Specialist, your primary duties include but are not limited to inspecting base warehouse activities- ensuring the care and prevention of supplies in accordance to Air Force, Department of Defense, and federal requirements. You will inspect activities involved in receiving, examining, verifying, and identifying complex categories of materials and equipment, including hazardous materials.

As the Inventory Management Specialist you will determine appropriate timing for condemning items, remove sensitive military components from equipment prior to resale, reuse, or destruction. You will monitor special programs, computerized listings and documentation/records while carrying out other Inventory Management Specialist activities such as preparing annual schedules for cycle inventories, spot check inventory counts to ensure accuracy and updating automated supply systems, advising employees on policies and procedures, selecting candidates for vacancies and promotions and explaining performance expectations.

## Knowledge and Experience Required

*Applicants must demonstrate:*

- Knowledge of governing supply regulations, procedures, and instructions.
- Knowledge of supply functions, operations, program requirements, and work methods.
- Knowledge of safety, security, personnel management, and EEO regulations, practices, and procedures.
- Ability to plan, organize, and direct the functions and staff of an organization.
- Ability to read, interpret, and apply applicable reference material, such as supply regulations, manuals, catalogs, records, orders, etc., to accomplish tasks and resolve complex supply problems.
- Ability to apply basic analytical methods and techniques to resolve complex supply and inventory problems and/or deviate from normal supply management procedures or program requirements.

	Yes	No
Security Clearance	X	
Driving Licence – <b>Category B. Please provide a copy with your application</b>	X	
Pre-employment Medical		X
Immunizations		X
Food Handler's Certificate		X

## Other Important Information

- Hours of work will be 0800 – 1630, Monday to Friday.
- A **category B driving licence** is required. **Please provide a copy with your application.**
- May be assigned other duties that are appropriate to the grade and skill set of the employee.
- Work may occasionally require travel away from the normal duty station on military or commercial aircraft.
- May be required to work other than normal duty hours such as rotating shifts, overtime, weekends, call back, holidays, etc.
- May be required to participate in contingency situations, both real world and exercise.
- Position may be coded as mission essential.

## **Benefits**

- Paid Annual Leave
- Paid Sick Leave
- Pension Scheme
- Life Assurance Scheme

## **Who Can Apply**

Citizens of the U.K., Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK.

Applicants who have a minimum of five years consecutive residency in the UK are considered for this position; however, those who do not meet this criteria will be considered on a case-by-case basis. All successful applicants will require a security clearance.

Please note pre-appointment security clearance requirements may delay start date. Proof of identification in the form of a photo ID will be required, for example a driving licence or current passport.

This position may have certain restrictions to US citizens due to the Status of Forces Agreement.

For additional information contact the LNDH team on 01638 544955.

## **How To Apply**

Interested candidates must complete an application form obtainable from the Civilian Personnel Website; [https://www.mildenhall.af.mil/Portals/9/documents/civ\\_pers/AFD-150724-024.pdf?ver=2016-04-28-085219-410](https://www.mildenhall.af.mil/Portals/9/documents/civ_pers/AFD-150724-024.pdf?ver=2016-04-28-085219-410). All applications, with relevant attachments and CV must be submitted via email to [100fss.fsmc6@us.af.mil](mailto:100fss.fsmc6@us.af.mil) and received prior to the closing date.

## **Equal Opportunity Employer**

There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union.

